



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
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Fifth District

April 12, 2005

To: Supervisor Gloria Molina, Chair  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**RECORDS AND ARCHIVES MANAGEMENT PROGRAM - QUARTERLY STATUS  
REPORT (SECOND QUARTER 2005)**

On February 18, 2003, your Board instructed my Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. Since our January 6, 2004 quarterly status report, we have accomplished the following:

- Toured Records and Archives Management Centers in the City of Los Angeles, Orange County and Riverside County;
- Held a joint meeting of the Records and Archives Task Force and Records and Archives Coordinators for each County department to assess progress, address emergent issues and questions and discuss next steps;
- Developed a timeline for submittal of departmental Inventories and Retention Schedules;
- Met with departments individually, as requested, to assist them in developing their Inventories and Retention Schedules;
- Provided a project update and addressed questions at the March 17, 2005 Department Head meeting; and

Each Supervisor  
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- Developed a scope of work for obtaining records management, archivist and historian expertise through one or more consultants to assist the County in structuring an attainable plan for implementing a countywide records and archives management system.

In the coming months, we will continue to work with departments as they complete and/or refine their Inventories and Retention Schedules. We will also explore securing consultant assistance to advise the County on implementing a records and archives management system.

The next quarterly status report will be provided to your Board on or before July 15, 2005. If you have any questions regarding this status report, please feel free to contact me, or your staff may contact the County Records and Archives Coordinator, Ms. Dorothea Park, at (213) 974-1319.

DEJ:MKZ  
DSP:nl

c: All Department Heads  
Chair, Historical Landmarks and Records Commission